The position that you have been offered “is security-sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.” Therefore, we are making this offer contingent on the completion of a satisfactory criminal background investigation.

As of this date, you have been given and you have completed the forms necessary to initiate this investigation. Please sign below as an indication that you have read this statement.

*I have read the above statement and understand that my employment with UT Arlington is contingent on the completion of a satisfactory criminal background investigation.*

__________________________________              ________________
Signature                                      Date

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.
Personal Contact Information

Full Name:
Last Name ___________________________ First Name ___________________________ Middle Initial ________.

Student Net ID: (ID used to log into MyMav): ________________________________

Staff Net ID: (ID used to log into Staff Email): ________________________________

EMPL ID: (10 digit student ID #): __________________________________________

Phone Numbers:

Primary Contact Number: (_____ ) ________________________________ Type ______________

Secondary Contact Number: (_____ ) ________________________________ Type ______________

Email Addresses:

Student Email Address ____________________________________________ @mavs.uta.edu

Staff Email Address ________________________________________________@uta.edu

Addresses:

Mailing Address:
Street Address _______________________________________________________

City: ___________________________ State: ___________________ Zip Code: ___________

Permanent Address (if different):
Street Address _______________________________________________________

City: ___________________________ State: ___________________ Zip Code: ___________

Do you have another campus job? YES/NO

If YES, Department: ___________________________ Supervisor: _______________________

Supervisor’s Phone Extension: ______________ Supervisor’s Email: _______________________

Work-Study: YES/NO # of Hours/Week: ______
New Student Checklist

- After receiving the New Hire Email:

  1. Turn in or email the completed **Library Administration Packet** to Libraries Administration.
     - Library Admin Packet signed and filled out.
     - Work-Study eligibility form (if applicable).

  2. Fill out the Criminal Background Check (CBC) web form.
     - The link to the web form will come in an email from cbc@uta.edu.

  3. Fill out and print the New Hire Paperwork Packet.
     - Make sure you have your identification documents for the I-9 form.

- After clearing the CBC and receiving the Next Steps email:

  4. Determine your start date with your supervisor.
     - Your supervisor will contact you shortly after you receive the Next Steps email.

  5. Attend a New Hire Paperwork session on your start date.
     - Instructions and location are in the Next Steps email.

  6. Bring your New Hire Paperwork session completion receipt to your supervisor.

- For **International Students without a Social Security Number (SSN)**:

  7. Bring receipt of application for Social Security to HR Records.